

## § 301-10.263

your designated travel approving official for information on your agency's policy.

[FTR Amdt. 2004-02, 69 FR 34304, June 21, 2004]

### **§ 301-10.263 What travel authorization documents must I present to the aircraft management office that operates the Government aircraft?**

You must present to the aircraft management office that operates the Government aircraft—

(a) A copy of your written travel authorization, including a blanket travel authorization, if applicable, approved in accordance with § 301-10.262; and

(b) Valid picture identification, such as a Government identification card or a state-issued driver's license.

[FTR Amdt. 2004-02, 69 FR 34304, June 21, 2004]

### **§ 301-10.264 What amount must the Government be reimbursed for travel on Government aircraft?**

(a) No reimbursement is required for official travel on a Government aircraft.

(b) For personal travel on Government aircraft, reimbursement depends upon which of the following special cases applies:

(1) For any required use travel, you must reimburse the Government for the excess of the full coach fare for all flights taken over the full coach fare for the flights that you would have taken had you not engaged in personal activities during the trip, *i.e.*, for a wholly personal trip, you must pay the full coach fare for the entire trip;

(2) For travel authorized under 10 U.S.C. 2648 and regulations implementing that statute, or when you or your dependents are stationed by the Government in a remote location with no access to regularly scheduled commercial airline service and are authorized to use Government aircraft, you do not have to reimburse the Government.

(c) For political travel on a Government aircraft (*i.e.*, for any trip or part of a trip during which you engage in political activities), the Government must be reimbursed the excess of the full coach fare for all flights taken on the trip over the full coach fare for the

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flights that you would have taken had you not engaged in political activities, except if other law or regulation specifies a different amount (see, *e.g.*, 11 CFR 106.3, "Allocation of Expenses between Campaign and Non-campaign Related Travel"), in which case the amount reimbursed is the amount required by such law or regulation.

NOTE TO § 301-10.264: Except for required use travel, any use of Government aircraft for personal or political activities shall not cause an increase in the actual costs to the Government of operating the aircraft.

[FTR Amdt. 2004-02, 69 FR 34304, June 21, 2004, as amended by FTR Amdt. 2010-04, 75 FR 59095, Sept. 27, 2010]

### **§ 301-10.265 Will my travel on Government aircraft be reported?**

Your travel on Government aircraft will not be reported unless you are a senior Federal official, or a non-Federal traveler. (Travel under 10 U.S.C. 2648 is not reported.) If you are a senior Federal official or a non-Federal traveler, any use you make of Government aircraft, *i.e.*, as a passenger, crewmember, or qualified non-crewmember, will be reported to the General Services Administration (GSA) by the agency that owns or hires the Government aircraft. (Agencies must maintain information on classified trips, but do not report classified trips to GSA.)

[FTR Amdt. 2004-02, 69 FR 34304, June 21, 2004, as amended by FTR Amdt. 2010-04, 75 FR 59095, Sept. 27, 2010]

### **§ 301-10.266 Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?**

Yes, an agency that authorizes travel on Government aircraft and an agency that owns or hires Government aircraft must make records about travelers on those aircraft available to the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552), except for portions exempt from disclosure under that Act (such as classified information).

[FTR Amdt. 2004-02, 69 FR 34304, June 21, 2004]